

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
MEDICAL ASSISTANCE ADMINISTRATION
Olympia, Washington**

To:	Nursing Home Administrators Managed Care Plans Regional Administrators CSO Administrators	Memorandum No. 00-13 MAA Issued: May 1, 2000 For further information, call: 1-800-562-6188
From:	James C. Wilson, Assistant Secretary Medical Assistance Administration	
Subject:	New Electronic Turnaround Document (TAD) Process	

Effective June 2000, the Medical Assistance Administration (MAA), Aging and Adult Services Administration (AASA), and the Division of Developmental Disabilities (DDD) have decided to change the method of transmitting TADs in an effort to serve you better.

Nursing facilities and Intermediate Mental Retardation (IMR) facilities must send and receive their TADs via the Internet. All nursing facilities and IMR facilities must have Internet access to download (receive) and upload (submit) their TADs by the July 2000 deadline. The payment process will not change. Should the June 2000 effective date change, you will be notified in your monthly TAD.

To ensure security for all data transferred, MAA, AASA, and DDD are issuing each facility a security code that will enable them access to its respective data.

The advantages of this new process include:

- Increased processing time;
- Savings in postage;
- Reduction in paper costs;
- Fewer TAD processing errors; and
- No more lost TADs in the mail.

The Electronic TAD development process has gone through extensive testing and has received industry feedback. We anticipate your facility's transition from paper to electronic submission to be smooth and without problems.

If you have questions regarding the new electronic TAD process, please contact Mary Fry at (360) 725-1066 or by email at fryml@dshs.wa.gov . You may also check MAA's website for updates at <http://maa.dshs.wa.gov> under the *Nursing Home* link.